

**PROJECT DIVERSITY SCREENING COMMITTEE**

Meeting Minutes

April 29, 2013

**ROLL CALL**

**PRESENT:** Committee Members Nga Huynh, Johnny Lee, Denise McCallaCreary, Karl Hennig, Delores Springs (arrived late) and Elisa Orona (arrived late)

**ABSENT:** Chair Jeannie LoFranco and Committee Member Mansimrat Singh, Alphonse Arretz

**STAFF:** Acting City Clerk Toni Taber and Deputy City Clerk Cecilia McDaniel

**ORDER OF BUSINESS**

**I. CALL TO ORDER**

The members of the Project Diversity Screening Committee convened at 5:52 p.m. in Room W-242 of City Hall, 200 E. Santa Clara Street, CA 95113.

**II. ADOPTION OF THE AGENDA**

Discussion: Acting City Clerk Toni Taber indicated that since there was not a quorum of members in attendance, the Committee could continue with the meeting agenda, but would need to defer any items requiring action.

Action: No action taken.

**III. APPROVAL OF MINUTE**

A. March 14, 2013 – Retreat

Document Filed: Draft Project Diversity Screening Committee Meeting minutes of March 14, 2013.

Action: Deferred to the next regularly scheduled meeting due to a lack of quorum.

**IV. PUBLIC COMMENT – None**

**V. REPORTS**

**A. Boards and Commission Structural Improvement Update**

Discussion: Acting City Clerk Toni Taber gave a briefing on the Boards and Commissions Structural Improvement Plan and informed the Committee that the final changes will go before Council on May 7, 2013.

**VI. ITEMS SCHEDULED FOR INFORMATION OR DISCUSSION**

**A. Commissioner Orientation**

Document Filed: Binder with orientation material.

Discussion: Acting City Clerk Toni Taber reviewed the orientation materials with the Committee Members and answered questions. Ms. Taber informed the Committee that some of the policies will be changing after Council approves the Board and Commission Structural Improvement Plan on May 7, 2013.

**B. Mock Interviews**

Document Filed: Past interview questions and interview worksheet.

Discussion: The Committee reviewed the questions and submitted feedback to the Committee staff.

**C. Determine Committee Schedule**

Discussion: The Committee Members discussed different possible dates and times. Committee Staff requested that Committee Members review their schedules before the next meeting.

Action: Deferred to next regularly scheduled meeting.

**VII. MEETING SCHEDULE AND AGENDA ITEMS**

The next Meeting will be scheduled for:

June 2013 – Interviews for Boards and Commission Recruitment


**IX. ADJOURNMENT**

The meeting was adjourned at approximately 7:46 p.m.

  
JEANNIE LOFRANCO, CHAIR

ATTEST:

PROJECT DIVERSITY SCREENING COMMITTEE SECRETARY

  
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CECILIA McDANIELS, Deputy City Clerk